

# SURVEY ON FIELD COMMUNICATIONS PROCEDURES

	<u>Cables</u>	<u>Dispatches</u>
1. To Field (February 1954)	336	697
From Field (February 1954)	358	867
2. Payroll matters dealing with individual employees.		
Travel matters dealing with individual employees travel accounts.		
Transmittal of "Transfer Account" Forms to Field Stations.		
Acknowledgement of and Report of Audit for Station Accountings.		
Funding and Currency Matters Pertaining to Field Stations.		

3. Cables	1 Day
Dispatches	10½ Days

4. Yes, since the Area Division releasing authority is not familiar with the problem discussed in Finance Division originated correspondence and apparently feels that it must be reviewed by the Area Desk concerned, and/or the Budget and Fiscal Section of the Division. This coordination is not considered necessary on routine technical finance matters, but does involve a considerable delay in the transmittal of the dispatch. Policy matters and major procedural changes should and could be coordinated with the interested Area Division Offices under any communications control system. Examples of this problem are:

25X1A6C

a. [ ] Subject: "Transfer of [ ] Payroll to Headquarters" 25X1A2D1  
was originated in Finance Division on 10 November 1953, was logged out of Finance Division on 13 November 1953, and after coordination throughout the Area Division was dispatched on 24 November 1953. The action directed by this memorandum was to take place on 5 December 1953. Since the memorandum included only technical financial instructions regarding the transfer of payroll control from the field back to Headquarters, the only coordination necessary was with the Area Division Budget and Fiscal Office.

b. A cable was initiated in the Payroll Branch of Finance Division on 12 December 1953 directing certain changes in pay accounts for personnel being payrolled by a Field Station. The information, to be usable, would have to arrive at the station on or before 15 December 1953. After approximately three weeks the cable was returned to Payroll Branch inquiring as to the necessity for inclusion of allotment numbers in the cable. Since the information could not be used at that late date, the cable was cancelled, and required adjustments of employees pay accounts had to be delayed.

25X1A6C

c. [redacted] Subject: "Summary Accounting for the Period 1 - 30 June 1953" was originated in Finance Division on 6 November 1953. It was returned to Finance Division on 9 December 1953 with the following comments: "What does this mean", and "Please use new crypto". At the

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time this dispatch was prepared, and for some weeks thereafter, the crypto for the station involved was as stated in the dispatch (the Finance Division having been notified of the change in name on or about 1 December 1953). Had the dispatch been released in the normal period of time, the question regarding the station crypto would not have arisen.

5. Cables 1 Day  
 Dispatches 13½ Days

6. Yes, however, the degree cannot be determined since only in specific instances does the case come to the Finance Division's attention. Occasionally the Field Finance Officers will forward a letter to the Finance Division itemizing unanswered correspondence, and requesting action thereon. Upon review, it is frequently found that the Area Divisions have failed to transmit the material to Finance Division. Examples of this problem are:

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25X1A2D1

25X1A6A

a. [ ] dated 22 May 1952, Subject: "Consolidation of [ ] Finance Facilities in [ ] was received in Finance Division on 25 July 1952. Actions, contrary to instructions stated in [ ] were taken by Headquarters in June 1952. Those actions were rejected by the field station since they were completely contrary to instructions contained in [ ] It was then necessary for Headquarters to reverse all actions taken which were contrary to instructions from the field station. Had [ ] been received in Headquarters Finance Division the actions involved (including the transfer of payroll control to the field station) would not have been taken.

25X1A6C

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b. [ ] dated 4 January 1954, Subject: "Transmittal of Receipts for 1-31 December 1953 Station Accounting" was addressed to the Chief of the Area Division "For: Chief, Finance Division". After passing through five Branches of the Area Division, the dispatch and attachments were received in Finance Division on 3 March 1954. The processing of the accounting to which these receipts applied, was necessarily delayed until the [ ] was received by Finance Division.

25X1A6C

7. a. Payroll matters dealing with individual employees' payroll accounts. This correspondence includes; the transmittal of Payroll Change Notices, notification to individuals regarding overpayments, requests for support material from individuals for use in the payment of allowances, transmittal of Foreign Duty Data Sheets to Field Stations, transmittal of Duty Status Reports from Field Stations, queries from individuals regarding salary and/or allowance payments, claims from [ ]

25X1C4A

25X1C4A

[ ] changes in individuals allotments of salary, and transmittal of Personnel Transfer and Clearance Sheets to Headquarters.

b. Travel matters dealing with individual employees travel accounts. This correspondence includes; the transmittal of travel vouchers to Headquarters for audit and payment, questions from individuals regarding their travel claims, notification to field stations regarding the

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computation and payment of individual travel claims and where necessary, the transmittal of Administrative Audit Difference Statements, transmittal of Travel Data Sheets to field stations, and transmittal of Transfer of Accounts (Travel Advances to individuals) to and from field stations.

c. Transmittal of "Transfer of Account" Forms to Field Stations. This correspondence merely transmits T/A Forms which transfer advances from the originating station to the station to which an accounting will be rendered, transfer expenses incurred by one station on behalf of another station to the station which controls the allotment which will be charged with the expense, and to transfer accountability when funds are physically transferred between stations. All T/A's require coordination with Area Division Budget Fiscal Sections only.

d. Acknowledgement of and Report of Audit for Station accountings. This correspondence advises that a specific station accounting has been received, reviewed, and credited to the Station's accountability with the exception of specified items which require refund or further explanation.

8. The addressing of cables has very little effect on the time of delivery inasmuch as distribution on cables is controlled by the Office of Communications and all copies of the cable are distributed to the interested offices at approximately the same time. With regard to dispatches, however, the addressing of memoranda to the attention of the Finance Division ordinarily insures faster delivery through the Area Divisions. Incoming correspondence regarding financial matters which is not directed to the attention of the Finance Division requires a review by Area Division personnel before it is determined that Finance Division should accomplish the action requested. It is estimated that the average saving in time resulting from the addressing of correspondence to the attention of the Finance Division, is approximately five work days.

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9. a. [ ] dated 23 January 1954, Subject: "Transmittal of W-2 Forms" transmitted the Bureau of Internal Revenue's copy and the Agency's record copy of the Forms W-2, "Withholding Statements" issued by the [ ]. These forms were required by Headquarters Payroll Section for transmittal to the Bureau of Internal Revenue along with a check representing final payment of taxes for employees paid by [ ]. The envelopes which were attached to [ ] were opened in the Area Division, and approximately 40 Forms W-2 (Bureau of Internal Revenue and Agency record copies) were issued to the employees named thereon. It was therefore, necessary for the Finance Division to re-issue these Forms W-2 for transmittal to the Bureau of Internal Revenue. The Area Division was immediately instructed to recover the 40 Forms W-2, however, approximately 12 Forms remain outstanding as at 4 March 1954.

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25X1A6C

b. [ ] dated 10 February 1954, Subject: "[ ] 25X1A9A  
Representation Allowance" was addressed to an operational Division,  
but the last paragraph of this dispatch stated "We would greatly  
appreciate your reviewing this problem in conjunction with the  
Comptroller's Office and advising us if [ ] is considered to be 25X1A9A  
a special case with regard to the application of Paragraph 6.3 of the  
CFR for the period through 31 January 1954". This memorandum was  
answered by the operational Division without coordination with the  
Comptroller's Office in spite of the fact that the subject matter  
indicates Office of Comptroller interest and the dispatch specifically  
requested coordination. The Finance Division has requested a copy  
of the answer for review and filing in the Finance Division.